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General Services Office
Records Services Division
Records Management and Distribution Branch

1. OTHER PROGRAMS

a. Advanced Records Management

- (1) Program - To provide a comprehensive knowledge of the management of government records. Includes a detailed study of the requirements of the Federal Records Law and action necessary for meeting the requirements of this law; the application of management techniques to the creation, maintenance, utilization, preservation and disposition of records. Also includes a discussion of laws and regulations governing the preservation and disposal of records, appraisal, systematic retirement, storage, disposal and microphotography; the development and application of records retention and disposal standards.
- (2) Training Objective - To obtain technical competence in advanced records management. Comparable to course Number 4-217, Department of Agriculture Graduate School.

b. Records Management - Consultants

- (1) Program - It is anticipated that services of consultants in the field of Records Management will be required in Fy 1954 and Fy 1955. Request allocation of funds approximating \$500.00 per year for this purpose.
- (2) Training Objective - To meet agency needs in providing technical competence in Records Administration and procedures.

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